

DD/S&amp;T-4761/77

30 September 1977

MEMORANDUM FOR: DD/S&T Security Personnel  
SUBJECT : Industrial Security

1. (AIOU) Based on the results of the recent industrial audits, the Director has officially voiced his dissatisfaction with the conduct of the Agency's industrial security program. His dissatisfaction results from his feeling that corporate officials have not demonstrated managerial oversight to carry out their responsibilities to enforce Agency security requirements. He also feels that Agency employees have failed to ensure that contractors carried out their responsibilities in the complete range of security tasking. It is therefore incumbent upon you to effectively remedy these deficiencies during your normal contacts with contractor personnel. You must accomplish this task aggressively, yet do so in a manner by which you will maintain that spirit of Agency/contractor cooperation which we have enjoyed for so many years.

2. (AIOU) The ADDCI has ordered the formation of a special task force to review all aspects of the multi-faceted Agency industrial security program and to make recommendations to update and upgrade the current program as well as to insure strict compliance by contractor personnel. You will be promptly advised of the task force results and of any recommendations accepted by the Director.

3. (AIOU) In the interim it is incumbent on us all to insure that we are professionally consistent in providing proper advice and guidance to contractors. Ad hoc spot checks are a particularly useful way of emphasizing our concern about physical security to contractors. We should be sure that there are no further incidents of the types of deficiencies discovered during the recent security audits. In particular:

a. Lock combinations all set on a common set of numbers or on numbers wherein the last digit is in a sequence of plus one.

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b. Document control not in accordance with requirements set forth in the [redacted] Manual.

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c. Lack of required document inventories.

d. Lack of compliance with the "two-man rule" in document registries and/or communication centers.

e. Failure to strictly control access badges by lack of numerical sequence indicators.

f. Failure to insure properly working alarm systems and/or to enforce required guard response to alarms. In one instance the alarm protecting an exit door leading to a refuse area was shut off as it was assumed repeated openings were in relation to janitors emptying refuse.

g. Use of uncleared locksmiths to re-set lock combinations in sensitive areas.

h. A general lack of security awareness on the part of contractor personnel. You should encourage a rebriefing program of contractor employees which promotes constant reminders of their total security responsibilities.

i. Improper accumulation of classified waste prior to destruction and/or destruction of classified waste by improperly cleared personnel.

j. Storage of communication keys, computer cards, templates, or other special sensitive materials in unapproved storage containers.

k. Improper open-shelf storage of sensitive materials.

4. (AIOU) It is also called to your attention that in some instances use of the communications "rad note" is being used to advise Headquarters of some contractor deficiency. It in no way constitutes proper notice to this Directorate. In each case, a formal message is required via command channels to notify the proper Directorate offices of the deficiency. If you discover a problem, handle it on the spot to the extent necessary to correct the immediate problem and to understand

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why the problem occurred. Do what is necessary to be able to make a concise initial report to Headquarters, to include a field evaluation of what corrective action should be taken. If you need time to make a more exhaustive inquiry or need Headquarters assistance, say so, indicating initial actions taken by you. These actions could include temporary closure of a communications center or suspension of a person's access approvals or those other actions needed to be taken immediately to correct a deficiency. Your actions will indicate to the contractor the seriousness of the incident. Rest assured that Headquarters will fully back you up as we will view your on-the-spot corrective actions as the legitimate exercise of my authority delegated to you as my security representative.

5. (AI0U) You are a professional security officer carrying out an important mission. You have been spread thin in the past with a large number of contractors and a large geographical area to cover. This aspect will be reviewed by the special task force. We cannot promise that additional resources will be made available to improve the workload problem, but that effort will be made. In the meantime, be assured that you have Headquarters support in carrying out your responsibilities.

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for  
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